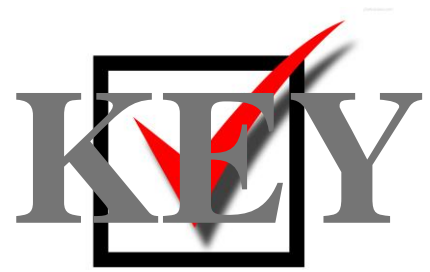# ADVANCED INTERVIEW SKILLS
(520)

REGIONAL - 2015

Judges/Graders: Please double check and verify all scores and answer keys!

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May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program competition.

Description

Assess proficiency in job search and interview situations.

Contestant will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Professional Business Associates shown on the Organizational Chart.

Contestant may interview for any position listed on the Organizational Chart for which he/she is qualified.

Information in the cover letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.

No other materials will be allowed (i.e., business cards, thank-you notes, etc.) during the remainder of the Advanced Interview Skills contest.

Portfolio will not be submitted; the contestant will take the portfolio into the interview to be used to demonstrate job competence. Portfolios must *not* be left with judges.

<u>Be consistent by asking each contestant the same questions</u>. Questions should be taken from the following list or be similar in nature, however this does not preclude a judge from asking other questions to facilitate the interview. Please ask questions relevant to the position and/or company, as listed on the organizational chart provided. Here are some recommended questions:

- Tell us about yourself.
- What one word best describes you and why?
- What are your major strengths and weaknesses?
- Describe your greatest challenge to date. What lessons did you learn?
- What are you going to do for this company that someone else could not do?
- What do you know about this company?
- What skills do you possess that are relevant to this position?
- How do you feel about working overtime?
- When will you graduate?
- In which activities and organizations are you involved?
- What types of leadership roles have you had?
- What school courses have prepared you for this job?
- Do you have any volunteer or community service experience you would like to tell us about?
- What are your immediate career goals? What are your long-range career goals? (Interviewers may ask various questions pertaining to this question.)
- Where do you see yourself in five years?
- Tell us about a project you have successfully completed and how you got the work done.
- What is the most difficult challenge you have faced in your life and how did you handle it?
- Do you prefer to work with people around you or by yourself?
- Our company requires mandatory drug testing. How do you feel about this?
- Ask other questions you may consider APPROPRIATE for students entering the world of work.

Note to judges: **Be sure to ask the contestant: Do you have any questions for us?**
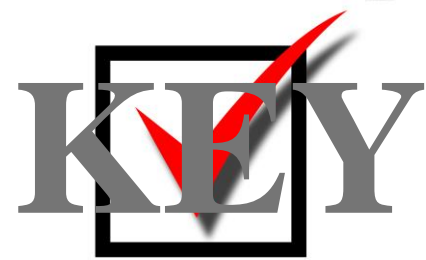
Professional Business Associates
### Organizational Chart

Professional Business Associates develops and sells software, hardware, and services. The services provided are:

1. Systems analysis
2. Software development and design
3. Marketing
4. Training development
5. Hardware and software sales

This large corporation has a branch office in the capital of each membership state. The corporate headquarters is located at 5454 Cleveland Avenue in Columbus, OH 43231-4021, and has 200+ employees. Management includes:

Chief Executive Officer	Nancy Wells
Financial Services Department	Harvey Rosen
Information Technology Department	Tom Carlson
Human Resources Department	Julie Smith
Marketing Department	Roger Meyer
Administrative Support Department	Edna Renick

Chief Executive Officer				
Financial Services	Information Technology	Human Resources	Marketing	Administrative Support
1. Office Assistant	1. Office Assistant	1. Office Assistant	1. Office Assistant	1. Office Assistant
2. Data Entry Clerk	2. Data Entry Clerk	2. Human Resources Assistant	2. Information Processing Assistant	2. Information Processing Specialist
3. Payroll Clerk	3. Database Specialist	3. Information Processing Assistant	3. Administrative Assistant	3. Administrative Assistant
4. Accounting Clerk	4. Information Processing Assistant	4. Administrative Assistant	4. Desktop Publisher	4. Database Specialist
5. Administrative Clerk	5. Administrative Assistant	5. Medical Support Assistant	5. Graphic Design Assistant	5. Spreadsheet Specialist
6. Database Assistant	6. Programmer	6. Insurance Benefits Clerk	6. Desktop Publishing/ Graphic Assistant	6. Desktop Publishing Assistant
7. Spreadsheet Specialist	7. Software Engineer	7. Management Assistant	7. International Business Coordinator	7. Legal Research Assistant
8. Accountant	8. PC Servicing/ Troubleshooting	8. Payroll Specialist	8. Website Liaison	8. Graphic Design Assistant
9. Financial Analyst	9. Network Administration	9. Wellness Coordinator	9. Management Assistant	9. Management Assistant
	10. Digital Media Specialist		10. Small Business Liaison	
	11. E-commerce Specialist		11. Research Assistant	
	12. Website Developer			
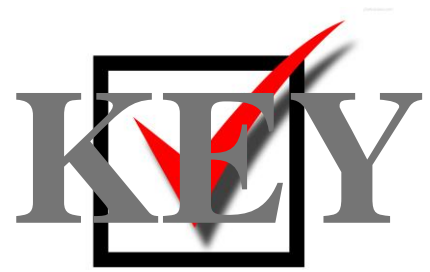
JUDGING PROCEDURE

- Contestants will be introduced by contestant number.

- Contestants be interviewed by a panel of judges.

- The length of the interview will be no more than fifteen (15) minutes.

- Excuse contestants upon completion of the interview.

- **There can be no ties in the top ten (10) contestants.** It is the responsibility of the judges to break any ties.

- Administrator will fill out ranking sheet prior to dismissing the judges.

- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.

- Give administrator all Scoring Rubrics, Judges' Comments Sheets, and contest materials.

- No audience is allowed in the contest room.

Please double-check and verify all scores!